

Clerical and Office Branch
Personnel Group
Personnel Series

PERSONNEL-PAYROLL COORDINATOR

09/92

Summary

Under general supervision, supervises and performs Workers' Compensation payroll and PERMIS leave systems duties; performs related duties as required.

Typical Duties

Supervises the administration of the workers' compensation payroll, the PERMIS leave system and related records; processes and verifies eligibility for, and accuracy of, leave requests; verifies the accuracy of city-wide payroll submitted by departments for compliance with all applicable legal requirements.

Advises other departmental payroll personnel on matters regarding salaries, leave entitlements, pay increases and other related topics; maintains automated payroll records and reports; recommends improvements to operations and systems.

Plans, assigns and reviews the work of subordinate personnel and evaluates their performance; trains and develops assigned personnel.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and four years of clerical administrative experience including two years of experience in diverse and complex automated payroll systems; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of current office practices and procedures; Considerable knowledge of personnel policies and procedures; good knowledge of payroll and bookkeeping principles, practices and procedures; good knowledge of automated data entry and retrieval systems.

Ability to make arithmetical calculations; ability to research records and extract pertinent information; ability to supervise, train and evaluate subordinate personnel; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to gather and organize data; ability to maintain records and prepare reports.

Skill in the use and care of office equipment.

Director of Personnel

Department Head